ROUTING AND RECORD SHEET

SUBJECT: (Optional)

Curriculum Committee

FROM:

ADC/OTE
1025 C of C

TO: (Officer designation, room number, and building)	DATE		OFFICER'S INITIALS	COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)
	RECEIVED	FORWARDED		
1. EXO/OTE				
2. C/CTD				
3. C/ISTD				
4. C/ITD				
5. C/LDD				
6. C/LTD				
7. C/SACTD				
8. C/WOTD				
9. C/TSD				
10. C/CBTG				
11. C/MPB				
12. PED				
13.				
14.				
15.				

EXTENSION

NO.

DATE

STAT

STAT

STAT

0 — 411-632

4 December 1985

MEMORANDUM FOR: Curriculum Committee Members

FROM: STAT

                  Assistant Director of Training for Curriculum

SUBJECT: Minutes of 3 December 1985 Meeting

1.   briefed the Committee on the June DI panel which   STAT
evaluated OTE's analysis training. The panel consisted of DI senior
managers and external consultants.   was most positive in his   STAT
assessment of the results and benefits of this review of the analysis
training program. The benefits are:

- The curriculum becomes closely tied to the consumer.

- Senior management identifies with the curriculum.

- OTE can better deliver what is needed.

- DI management sees a difference between those who attend analyst
  training and those who do not.

- Preparing for the evaluation forced the Analysis Training Branch to
  reexamine what their purpose and mission is.

- The staff gained reassurance that senior DI managers had confidence
  in them.

The next panel session is scheduled for January. Supervisory training
for DI branch chiefs is the item for discussion. The Management Training
Branch, who is currently conducting an evaluation of their courses, will
participate in this review. The Committee recommended that the June
meeting of the evaluation panel be focused on computer training.

2.   C/CBTG, was asked to brief the Committee on the   STAT
conversion of Room 224. He indicated that the room will be converted in
March 1986 to a microcomputer lab which will be used to deliver
computer-based software. C/LTD indicated that the Language Lab housed
next to Room 224 does not need to expand. After a discussion on the
utilization of Room 224, the Committee approved the conversion. ADC/OTE
raised the decision to purchase three TICCIT computer systems to deliver
the Spanish Survival Program. C/LTD indicated that three additional

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terminals may not be required, and he will advise on the exact number required to do an evaluation. Despite some concern that TICCIT will not be the system utilized to deliver language training over the long term, the Committee approved C/CBTG's decision to acquire at least two TICCIT terminals. OTE will conduct the evaluation of the Spanish Survival and determine whether or not TICCIT is the preferred delivery system.

3. The Committee reviewed and approved the list of courses under development during CY 1986. Any additional courses for which a need arises will be communicated to the Curriculum Committee. Otherwise, Attachment A represents all the new courses which will be developed this year.

4. The Committee reviewed and approved the list of proposed deletions for CY 1986. Attachment B represents those courses which have been or will be deleted during CY 1986.

5. The Committee reviewed the TSD printout of all OTE course offerings. As a result, 45 course titles were deleted from the list either because the course had been cancelled, had never been run, or the title of the course was changed. The course titles deleted are listed on Attachment C. At Attachment D is a list of the current courses offered (160) by OTE.

6. At Attachment E are the lists of courses which will be reviewed in CY 1986. By 12 December, each unit should provide the dates during CY 1985 when each of these reviews will be scheduled.

7. The Committee examined the reports submitted on test instruments used in various OTE courses. There are two instruments which seem to be over-utilized: the Myers-Briggs Type Indicator (MBTI) and the FIROB. In secretarial training, the MBTI is utilized in two courses: the EDC and the MSSAA. The MSSAA also utilizes the FIROB and the Strong-Campbell. The Committee recommended that C/SACTD remove the MBTI from the EDC. The MBTI is also utilized in the POCM and the SOA, both of which are management courses for comparable levels of employees. The major problem probably lies with utilizing the MBTI in the SOA and later having the same people attend the POCM. C/ITD and C/LDD will make a recommendation to the Curriculum Committee regarding the use of this instrument in these two courses. C/ITD will also review the use of the MBTI in five of the analyst training programs. There also appears to be overlap between secretarial training and training assistant courses in the use of the MBTI. A recommendation will be made by C/ITD regarding from which

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courses the MBTI will be removed. FIROB should clearly be used in the
POCM. The ELF, which is also using it, will seek to find a replacement
during the summer of 1986. Finally, it was agreed that the
Strong-Campbell will be removed from the Career Development Course.

8. In the future, no one instrument will be introduced into an OTE
course without prior approval of the OTE Curriculum Committee. In
addition, it was agreed that no one will administer the MBTI without
having been qualified either through education, training, or experience.

9. Committee members were provided a copy of OTE's policy on course
reports. Unless otherwise notified, all courses must be reported on by
15 January using the guidance in OTE Instruction 81-12. The exceptions
are new courses which have been regularly reported on during the year or
courses which were reviewed by the Curriculum Committee during CY 1985.

10. The next meeting is scheduled for 18 December.

STAT

Attachments

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ATTACHMENT A
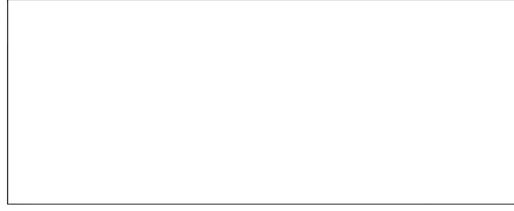
New Courses (CY 1986)

ITD

EDS:	Develop list of possible new courses for spinoff seminars
	Executive Seminar on CBT
ATB:	Senior Branch Chief Management Course
	Introduction to Intelligence Assistance Course
	Experienced Intelligence Assistants Course
PDB:	Replacement for CIA Today and Tomorrow
TIB/S&T:	Program Management and Budget
	Managing New S&T Employees
	S&T Analysis Seminar
	S&T Executive Development Seminar
TIB/Substance:	Economics Training for DI
	Technical Transfer
	English Version of Soviet Realities
	Advanced Military Analysis Course
	African Survey (Pending regional studies survey)
	Mid-East Seminar (Pending regional studies survey)
	Soviet Institute

ISTD

Wang Word Processing for CTs
Intro to PC Training
SAFE II
Wang Word Processing/CRAFT
BARS
Graphics
IDMS
Advanced PC Training
REXX
Tele-Communications/Wang

WOTS

Operations Course (Accelerated)
Operations for S&T Officer

MATD

Secretarial Training:
  Office Protocol
  Grammar Review
  Intelligence Issues

Management Training:
  Recruiters' Workshop

Deletions (CY 1986)

ITD

    EDS: Those seminars not positively evaluated

    ATB: Analyst Support Course

    PDB: Trends and Highlights
                            CIA Today and Tomorrow

    TIB/S&T: None

    TIB/Substance: None

ISTD

    EXEC II
    Introduction to ADP
    RAMIS I (Develop CBT for delivery in Learning Centers)
    RAMIS II (Develop CBT for delivery in Learning Centers)
    Survey Course (dropped FY 1985)

LTD

    None

CTD

    Priority Targets and Issues
    Spouses Course (after review)

MATD

    Reentering the Work Force
    Working in CIA
    Personal Transitions
    Supervisor and Secretary as Management Team
    Telephone Techniques

ATTACHMENT C

Deleted Course Titles

Accelerated Operations Course

Accelerated Operations Course - Exercise

Accelerated Operations Course - Reports

ADP Seminar

Advanced Management Seminar

AIM and Host Based Word Processing Systems

Analysis Support

CIA Orientation for Spouses

CIA Today and Tomorrow

Counseling Workshop

DDI Trends and Highlights

DDS&T Career Trainee

DDS&T Executive Development

Defense Economics

DESIST Instructor Training

DESIST Packages

STAT

Econometrics

Exec Language

Executive Development Core

Interface: Women & Men Working Together

Interpersonal Communications Skills Workshop

Introduction to Micrographics

Logistics Information Management System 1

Logistics Information Management System 2

Managing the New DDS&T Employee

Meeting the Challenges of Post-Election Change

Office Automation Seminar

STAT

Orientation to the DDS&T for CTs

Personal Transitions

Priority Targets and Issues

Realizing the Potential of Agency Women

SAFE Module 1 & 2

SAFE Module 3

Secretarial Certification Workshop

STAT

Survey of Intelligence Information Systems

Telegraph

Telephone Techniques (on request)

Wang Basic

Working in Washington for CIA

Xedit Training